*Communications and Information*

*CORRESPONDENCE MANAGEMENT*

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE:  This publication is available digitally on the Hurlburt Field Web Page at: http://www.hurlburt.af.mil/library/oi.  If you lack access, contact 16 LG/CCA at 4-7458.

| | |
|---|---|
| OPR:  16 LG Staff | Certified by:  16 LG/CCA (MSgt Holder) |
| Supersedes:  LGOI 37-126, 1 Dec 96 | Pages:  4 |
| | Distribution:  X |

This operating instruction (OI) establishes procedures and assigns responsibility for the management of correspondence within the group.  It applies to all squadrons under the direction of the group.

**1.  GENERAL CORRESPONDENCE:**

1.1.  All units will:

1.1.1.  Prepare correspondence according to DoD, Air Force, AFSOC, and Hurlburt Field Instructions.

1.1.2.  All correspondence going to AFSOC and 16 SOW must be routed through the group for coordination on an AF Form 1768, *Staff Summary Sheet.*  Likewise, correspondence requiring group commander or deputy commanders action must be attached to a routing form, with supervisor and squadron commander coordination. Clearly identify the Point of Contact (POC) (rank/name and phone number), state the desired routing, identify action required, and any special handling instructions (i.e. "Call MSgt X for pick up").

1.1.3.  Submit all correspondence requiring group action through the Information Management (IM) Section to be logged in/out for precise tracking.

1.1.3.1.  All correspondence logged in will receive a tracking number.

Example: LG-Day-Month-Sequence Number (LG-25-10-101).

1.1.3.2.  Clearly identify correspondence requiring expeditious processing.

1.1.3.3.  Unsigned correspondence must be included in electronic form on a properly labeled 3.5" disk

1.1.3.4.  All electronic forms will be saved as a form package (file extension .fpk).

1.1.4.  Complete and correct all documents within 3 workdays when the group or wing requests changes or corrections.

1.1.4.1.  Correspondence returned for corrections must be accompanied by original document.

1.1.5.  Spell-check electronically and proofread all correspondence to be transmitted to the group.

1.1.6.  When checking on correspondence status at group, wing, or major command level, do not call the wing or major command directly.  Contact 16 LG/CCA at 4-7458 for status.

1.1.7.  Monitor the base-wide electronic bulletin board folders, specifically 16 SOW Command Information, for the most current guidance from the wing command section.

**NOTE:**  Remove all extraneous items (i.e., rough drafts, extra files, and non-essential materials) from folders and disks being sent to group.

## 2.  POLICY MEMORANDUMS OR MESSAGES:

2.1.  Issue a policy memorandum or message in place of a publication to prescribe a new policy or procedure that affects many people when there is not enough time to prepare, process, post, or distribute an appropriate level publication.

2.2.  Replace the policy memorandum or message with an appropriate level publication, such as an operating instruction, within 120 calendar days after the issuing date of the memorandum or message.

2.2.1.  To ensure conversion to publication format, all policy memorandums or messages will contain an expiration date line (i.e. this policy memorandum or message expires on dd mmm yy).

2.2.2.  The Office of Primary Responsibility (OPR) is responsible for formalizing the policy memorandum or message into an official publication within the specified period.

2.2.3.  Issuing the same policy memorandum or message with a different date every 120 days is in direct violation of AFI 33-360 Vol I.

## 3.  SUSPENSE CONTROL:

3.1.  The group executive officer (CCE) is the OPR for tracking all suspenses from the group.

3.2.  The current suspense listing is located in the Public Folders under 16 LG.

3.3.  Requests for due date extensions must be requested through CCE.

3.4.  When responding to suspenses via e-mail, reply to the original suspense.  If original message is unavailable, include the suspense title and suspense date in the subject block of the e-mail.

3.5.  When responding to suspenses with hard-copy correspondence, include a copy of the original suspense message.

3.6.  All suspenses require a response, even if it is a negative reply.

## 4.  PERFORMANCE REPORTS:

4.1.  Processing performance reports:

4.1.1.  Within the logistics group all performance reports will be processed electronically using the Mail and Routing Service in FormFlow.

4.1.2.  Electronically submit performance reports within 5 calendar days after closeout to the group organizational box (ORG-16LG-CCA) for coordination/approval by the group commander.

4.1.3. The group command section will process performance reports within 7 calendar days.  Upon completion, applicable reports will be forwarded to the wing command section for final approval.  Reports approved at the wing will be returned through the group organizational box, then to the squadron for corrections, print, and signature.

4.1.4.  The subject line should read as follows:  Report type, (Group) Rank, Name, Closeout date, Closeout Level, MPF Suspense date.  Example:  OPR or EPR (LG) MSgt (last, first name MI.) c/o 11 Aug 99 @ wing, MPF - 10 Sep 99

4.1.5.  When the group or wing request changes or corrections, performance reports will be returned to the group within 3 workdays.  Corrections should be documented in the FormFlow Mail and Routing Service notes area.

4.1.6.  A printed copy of the comments in FormFlow's Mail and Routing Service notes must accompany all performance reports submitted for senior rater indorsement with answers to any wing questions in the notes area.

4.2.  Officer's performance reports must include in the note area:

4.2.1.  PIF Statement:  I certify no UIF exists - squadron commander's name

4.2.2.  DOR:

4.2.3.  Highest PME:  (Type, Date)

4.2.4.  Highest Academic Level:  (Type of Degree, Date)

4.2.5.  Next Projected Promotion Board:  (info may be obtained at:

http://www.afpc.randolph.af.mil/offprom/updated%20DOR%20chart.htm

4.2.6.  Is individual a school candidate?

4.2.7.  If school candidate, what is candidacy window?

4.2.8.  The rater's and additional rater's push lines from the previous two OPRs, with respective names, per example:

1998 RATER (Name):  (Last Bullet)

1998 ADDITIONAL RATER (Name):  (Last Bullet)

1999 RATER (Name):  (Last Bullet)

1999 ADDITIONAL RATER (Name):  (Last Bullet)

4.2.9.  Include with all final signed officer performance reports, copies of the last two OPRs and in a sealed envelope addressed to "16 SOW/CC Eyes Only," a signed note from the squadron commander briefly summarizing his or her intent for the officer.

4.3.  Enlisted performance reports must include in the notes area:

4.3.1.  DOR:

4.3.2.  Promotion Status:  (Eligible or Ineligible)

4.3.3.  Highest PME Completed:  (NCOA or SNCOA)

4.3.4.  Advanced Education Completed:  (Hours/Month/Year).

4.3.5.  Indorsement History:  (last 5 reports' indorsement levels), per example:

1999: SOW/CC

1998: SOW/CC

1997: LG/CC

1996: EMS/CC

1995: 98 FTS/CC

4.3.6.  Level of Indorsement Requested:  (LG/CC or SOW/CC).

4.4.  Final, hard-copy performance reports will be dated the date signed, nonhandwritten.

4.5.  This performance report guidance may be superceded by SOW/CC guidance posted in the Public Folders under 16 SOW Command Information.

## 5.  DECORATIONS:

5.1.  All decoration packages submitted to the group must contain the following items in a two-pocket folder:

5.1.2.  A correctly completed DECOR 6, signed by the supervisor and squadron commander (section commander may sign DECOR 6 for AF Achievement Medals). (left side, on top)

**NOTE:**  If a presentation date is desired (e.g. for retirement ceremonies), state the date on the DECOR 6.

5.1.3.  Copies of all performance reports and decorations submitted during the award period.  (left side, behind)

5.1.4.  A 3.5" disk in a disk holder with a perfectly aligned citation saved as lastname.doc.  (right side, behind documents).  This should be the only file on the disk.
5.1.5.  A perfectly aligned citation on plain white bond paper.  (right side, on top)
5.1.6.  Blank certificate under document protector. (right side, behind)

**NOTE:**  Decoration packages not containing all the above information will be returned to the squadron for inclusion of necessary documents before being forwarded to the group commander or deputy commander for review/approval.  Retirement decorations must be submitted 3 weeks prior to desired presentation.

**6.  GROUP INFORMATION MANAGEMENT SECTION WILL:**
6.1.  Monitor correspondence flow within the group command section.
6.2.  Review all correspondence for format completeness and correctness.
6.3.  Log in/out all correspondence requiring group commander or deputy commander action.

**7.  DEFENSE MESSAGE SYSTEM (DMS).**  Squadron commanders and their key personnel are granted "contributor" level access to the group commander DMS account.  As contributors they are able to see two folders, the Contributors folder and Read File folder.  These two folders were designed for specific reasons:
7.1.  The Contributors folder is specifically designed to receive draft messages for group commander release.
7.1.1.  Simply prepare a properly addressed message for the group commander to release.  Copy or move the message into the group commander DMS account Contributors folder.
7.1.2.  Notify the group IM section via telephone that a message was placed in DMS Contributors folder.  Group IM will verify correct format and notify group commander for approval.
7.1.3.  Once approved by the group commander, the message will be transmitted.

**NOTE:**  Always include the 16 LG/CC as a ZEN addressee on all messages released from the group.

7.2.  The Read File folder is designed to host the group electronic daily message read file.  Everyday a folder will be posted with the current date and current messages.  Squadron commanders have the responsibility to stay current on the issues contained within.


CHARLES WILLIAMS, Colonel, USAF
Commander
16th Logistics Group